

Upshur County Commission Meeting Agenda

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Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 3, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 26, 2019
- 9:05 a.m. Approval of Final Hearing Recommendations for the Estate of Sarah Downes, Deceased Page 4-8
- 9:15 a.m. Delmas Woody and Nate Kennedy – Review of correspondence from Nate Kennedy regarding the property line for the county property located on the Oscar Sayre Road Page 9-13
- 1:00 p.m. Continuation of discussion regarding options for utility installation along Rt 33 west of Buckhannon

Items for Discussion / Action / Approval:

1. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Cole William Bender for the position of Deputy Sheriff. Upon approval, Mr. Bender will begin employment on October 13, 2019 at the starting pay rate of \$17.00 per hour. Upon completion of the WV State Police Academy, his rate of pay will be increased to \$18.73 per hour, provided that his completion is within the current fiscal year. * Page 14
Item may lead to Executive Session per WV Code §6-9A-4
2. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Hunter Ryan Fletcher for the position of Deputy Sheriff. Upon approval, Mr. Fletcher will begin employment on October 13, 2019 at the starting pay rate of \$17.00 per hour. Upon completion of the WV State Police Academy, his rate of pay will be increased to \$18.73 per hour, provided that his completion is within the current fiscal year. * Page 14
Item may lead to Executive Session per WV Code §6-9A-4
3. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Paris Wilson as full-time telecommunicator, effective October 6, 2019. Upon approval, Ms. Wilson's rate of pay will be \$11.00 per hour. * Page 15
Item may lead to Executive Session per WV Code §6-9A-4
4. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Yvette Squires as full-time telecommunicator, effective October 6, 2019. Upon approval, Ms. Squires' rate of pay will be \$11.00 per hour. * Page 15
Item may lead to Executive Session per WV Code §6-9A-4
5. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Amanda Atchison as full-time telecommunicator, effective October 6, 2019. Upon approval, Ms. Atchison's rate of pay will be \$11.00 per hour. * Page 15
Item may lead to Executive Session per WV Code §6-9A-4

6. Correspondence from Lori Ulderich Harvey, Upshur County Family Resource Network Director and on behalf of the Tobacco Prevention Coalition, requesting permission to use a table in the Upshur County Courthouse Annex during the month of October for National SIDS Awareness Month and during the month of November for the Great American Smokeout. *

Page 16

7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Public Notices:

a. Newsletters and/or Event Notifications:

- Hodgesville Lions Club Pancake & Sausage, Sausage Gravy & Biscuit Day at Warren District Community Center on October 12th from 7:00 a.m. to 1:00 p.m. Page 17
- Upshur County Employee & Dependent Flu Clinic – October 17th from 1 p.m. to 4 p.m. Page 18

b. Agendas and/or Notice of Meetings:

- Upshur County Public Library Board September 25, 2019 Page 19-21
- James W. Curry Library/Park Advisory Board September 25, 2019 Page 22-24
- Upshur County Youth Camp Board August 15, 2019 Page 25
- Elkins Road PSD October 1, 2019 Page 26
- City Council of Buckhannon October 3, 2019 Page 27

c. Meeting Minutes:

- Upshur County Public Library Board August 21, 2019 Page 28
- James W. Curry Library/Park Advisory Board July 24, 2019 Page 29-30
- James W. Curry Library/Park Advisory Board August 28, 2019 Page 31-33
- Adrian PSD August 8, 2019 Page 34

d. Meetings:

- 10/01/19 5:30 p.m. Elkins Road PSD
- 10/01/19 4:00 p.m. Hodgesville PSD
- 10/03/19 7:00 p.m. Banks District VFD
- 10/03/19 7:00 p.m. Selbyville VFD
- 10/14/19 12:00 p.m. Upshur County Family Resource Network
- 10/14/19 4:30 p.m. Upshur County Solid Waste Authority - CANCELLED
- 10/14/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 10/14/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 10/08/19 7:30 p.m. Adrian VFD
- 10/03/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 10/23/19 7:00 a.m. Upshur County Development Authority
- 10/16/19 12:00 p.m. Upshur County Senior Center Board
- 10/10/19 3:00 p.m. Upshur County Conventions & Visitors Bureau

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- 10/09/19 7:00 p.m. Warren District VFD
- 10/10/19 10:00 a.m. Adrian PSD
- 10/09/19 3:00 p.m. Tennerton PSD
- 10/10/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 10/10/19 7:30 p.m. Buckhannon VFD
- 10/10/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 10/17/19 6:30 p.m. Upshur County Youth Camp Board
- 10/20/19 6:00 p.m. Washington District VFD
- 10/21/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce – Wildlife Center
- 10/16/19 4:00 p.m. Upshur County Public Library Board
- 10/15/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 10/15/19 6:30 p.m. Upshur County Fire Board, Inc.
- 10/22/19 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 10/09/19 7:00 p.m. Ellamore VFD
- 10/16/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 10/17/19 2:00 p.m. Upshur County Farmland Protection Board
- 10/23/19 10:00 a.m. James W. Curry Advisory Board
- 10/16/19 7:00 p.m. Upshur County Fire Fighters Association
- 10/09/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 10/28/19 10:00 a.m. Mountain CAP of WV, Inc., a CDC
- 12/13/19 11:00 a.m. Region VI Local Elected Officials

2. Appointments Needed or Upcoming:

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

Next Regular Meeting of the Upshur County Commission

October 10, 2019 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled Upshur County Commission Meeting on October 17, 2019 is CANCELLED**

In Re: The Estate of Sarah Downes, deceased
Objection to the Claim filed on June 24, 2019 by Michael Alborano

FINAL HEARING RECOMMENDATIONS

2019 SEP 18 P 2:30

On the 9th day of September 2019, came the Claimant, Michael Alborano in person and the Executrix, Catherine Hesser, in person for a hearing before the undersigned Fiduciary Commissioner on the Objection to the Claim filed on June 24, 2019 by Michael Alborano in the amended amount of \$2,000.00.

Sworn testimony was provided by Michael Alborano, Barbara Ann Loftis, and Rodney John Biller.

Upon consideration of all of which, a review of the undersigned's file on this matter and the applicable West Virginia Code, the undersigned Fiduciary Commissioner makes the following **Findings of Fact and Conclusions of Law:**

1. Sarah Downes passed away on April 4, 2019.
2. Peter Downes, the first Executor named in the Last Will and Testament of Sarah Downes of record in the Office of the Clerk of the Upshur County Commission in Will Book 63 at Page 333, is deceased.
3. Philip Downes, the second Executor named in the Last Will and Testament of Sarah Downes of record in the Office of the Clerk of the Upshur County Commission in Will Book 63 at Page 333, declined to serve.
4. On May 23, 2019, Catherine Hesser qualified as the Administratrix with the Will Annexed of the Estate of Sarah Downes.
5. On June 24, 2019, Michael R. Alborano filed a \$2,000 claim against the Estate of Sarah Downes. Mr. Alborano's claim included a portion of an email sent to the Administratrix,

unlabeled photos of assorted woodworking equipment, and a cancelled check dated October 30, 2018 to Sarah Downes with a memo line of "Woodworking Tools."

6. Catherine Hesser objected to the claim on July 11, 2019.
7. Michael Alborano testified that:
 - a. He first purchased woodworking tools from Sarah Downes in approximately August 2015.
 - b. He contacted Sarah Downes in September 2018 and requested to purchase more tools.
 - c. He offered to purchase five tools valued at \$1350.00 (drill press \$150, joiner / planer \$150, table saw with dust collector \$500, lathe with gouges \$400, chop saw \$150) for \$1800.00
 - d. Sarah Downes declined the offer of \$1800 for \$1350 worth of tools and the parties agreed upon a sale price of \$2000.00 for \$1350.00 worth of tools.
 - e. He gave Sarah Downes the check for \$2000.00 and the parties agreed that he would pick up the tools that he purchased in October 2018 at a later and unspecified date because he was a truck driver that no longer resided in West Virginia.
 - f. There was no contract for the sale of the tools.
 - g. There was no list of the tools that he purchased.
 - h. He advised Sarah Downes in March 2019 of his intent to pick up the tools during the Strawberry Festival weekend of May 2019.
 - i. Sarah Downes passed away in April 2019.
8. Barbara Loftis testified that:

- a. Sarah Downes personally informed her at the end of 2018 that she sold Michael Alborano “a lot of tools.”
 - b. Sarah Downes personally informed her on an unknown date that Michael Alborano was coming to pick up the tools during the Strawberry Festival weekend of May 2019.
9. Rodney J. Biller testified that:
 - a. Sarah Downes personally informed him during a Lion’s Club meeting that Michael Alborano purchased her father’s woodworking equipment.
 - b. During the same conversation, Sarah Downes personally informed him that Michael Alborano had paid her, but still needed to pick up the tools in the future.
10. Michael Alborano gave Sarah Downes a check for \$2000.00 for “Woodworking Tools” on or about October 30, 2018 and she negotiated the same.
11. There was no written contract between Michael Alborano and Sarah Downes for the sale of woodworking tools.
12. There was no written list of the woodworking tools purchased by Michael Alborano from Sarah Downes.
13. There was no written document detailing Michael Alborano’s taking possession of the woodworking tools.
14. Michael Alborano purchased five wood working tools from the estate valued at \$1350.00; to wit: drill press, joiner / planer, table saw with dust collector, lathe with gouges and chop saw.
15. Michael Alborano was derelict in not taking ownership of the five wood working tools between October 30, 2018 and April 4, 2019.

16. Michael Alborano was derelict in not establishing a written and specified date to take ownership of the five wood working tools between October 30, 2018 and April 4, 2019.
17. The Estate no longer has possession of the drill press, joiner / planer, table saw with dust collector, lathe with gouges and chop saw as they are among the items in the possession of Aaron Harris Auction Services pursuant to a written contract between Catherine Hesser and Aaron Harris.
18. Michael Alborano is entitled to the monies received by the Estate from Aaron Harris Auction Services for the sale of the drill press, joiner / planer, table saw with dust collector, lathe with gouges and chop saw.
19. The Estate should issue said the monies received by the Estate from Aaron Harris Auction Services for the sale of the drill press, joiner / planer, table saw with dust collector, lathe with gouges and chop saw to Michael Alborano.
20. Pursuant to West Virginia Code 44-3A-7, Michael Alborano pre-deposited \$750 for my services as Fiduciary Commissioner.
21. The invoice for my services totaled \$800.00.
22. I have discounted my invoice \$50.00.
23. The Estate and the Claimant should be equally responsible for the Fiduciary Commissioner fees.
24. The Estate should reimburse Michael Alborano for one half of the Fiduciary Commissioner fees.

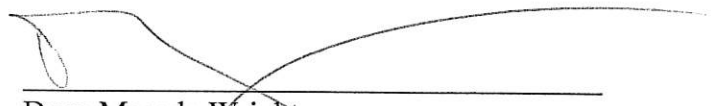
The undersigned Fiduciary Commissioner **Orders:**

1. The Estate shall issue the monies received by the Estate from Aaron Harris Auction Services for the sale of the drill press, joiner / planer, table saw with dust collector, lathe

with gouges and chop saw (sale price minus the applicable auctioneer commission) to Michael Alborano via a certified check along with proof of the sale price and the applicable auctioneer commission within 10 days of the Estate receiving the same. Said proof and a photocopy of the certified check shall also be provided to the Clerk of the Office of the Upshur County Commission who shall then release the claim.

2. Within 10 days, the Estate shall issue a personal check to Michael Alborano in the amount of \$375 and shall provide a photocopy of the same to the Clerk of the Office of the Upshur County Commission.
3. The Clerk of the Upshur County Commission shall send a copy of this Order to Michael Alborano and Catherine Hesser.

ENTERED: 9/17/19



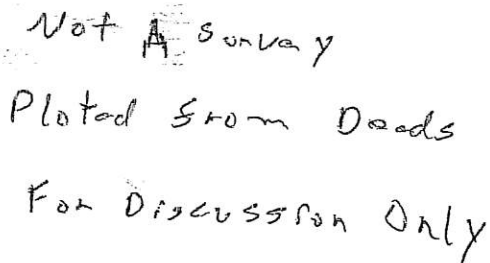
Daya Masada Wright
Fiduciary Commissioner

MEMORANDUM

On Wednesday, September 4, 2019, Delmas Woody (Woody Lbr. Co.) and Nate Kennedy walked the south property line of Upshur County's Oscar Sayre road tract described as Map Parcel #4R-35, Banks District, Upshur County, WV and discussed the east line of the same tract. Both of these lines border Woody Lbr. Property. The east line was easy; an old existing fence can be found and followed as the property line along the east side of the County tract and both Delmas and Nate agree to that. The south line consisted of widely spaced remnants of an old fence line and remains of orange ribbon which was used to mark the property boundary for when the tract was last logged ~14 years ago. The line was difficult to follow and find, however, enough pieces of it were found which matched up as a straight line that it could be used as a property line. The southeast corner of the County tract is an iron rebar. Location of the rebar matches up with the east line. Along the south line of the County tract, an approximate corner was located and matches up with a bend in the property line. The southwest corner of the County tract is an approximate corner which matches up with where the original corner should/would have been. Delmas Woody and Nate Kennedy are in agreement that the line locations as described are close enough that they can be accepted as property line. With County Commission permission, Delmas Woody is willing to paint the property line as the agreed upon property line between Woody property and County property.

Please consider the above paragraph as a request to be approved for action or used for developing a Property Line Agreement between Woody and Upshur County.

Nate Kennedy
9/20/2019



1-4R-47
1-4R-35
eter=1654 ft. R/O 1-4R-35
R/O 4-4R-30
1-4R-57
R/O 1-4R-30
4 R 34

11

Tract Data and Deed Calls: File= 1-4-r-47 raikes.ndp

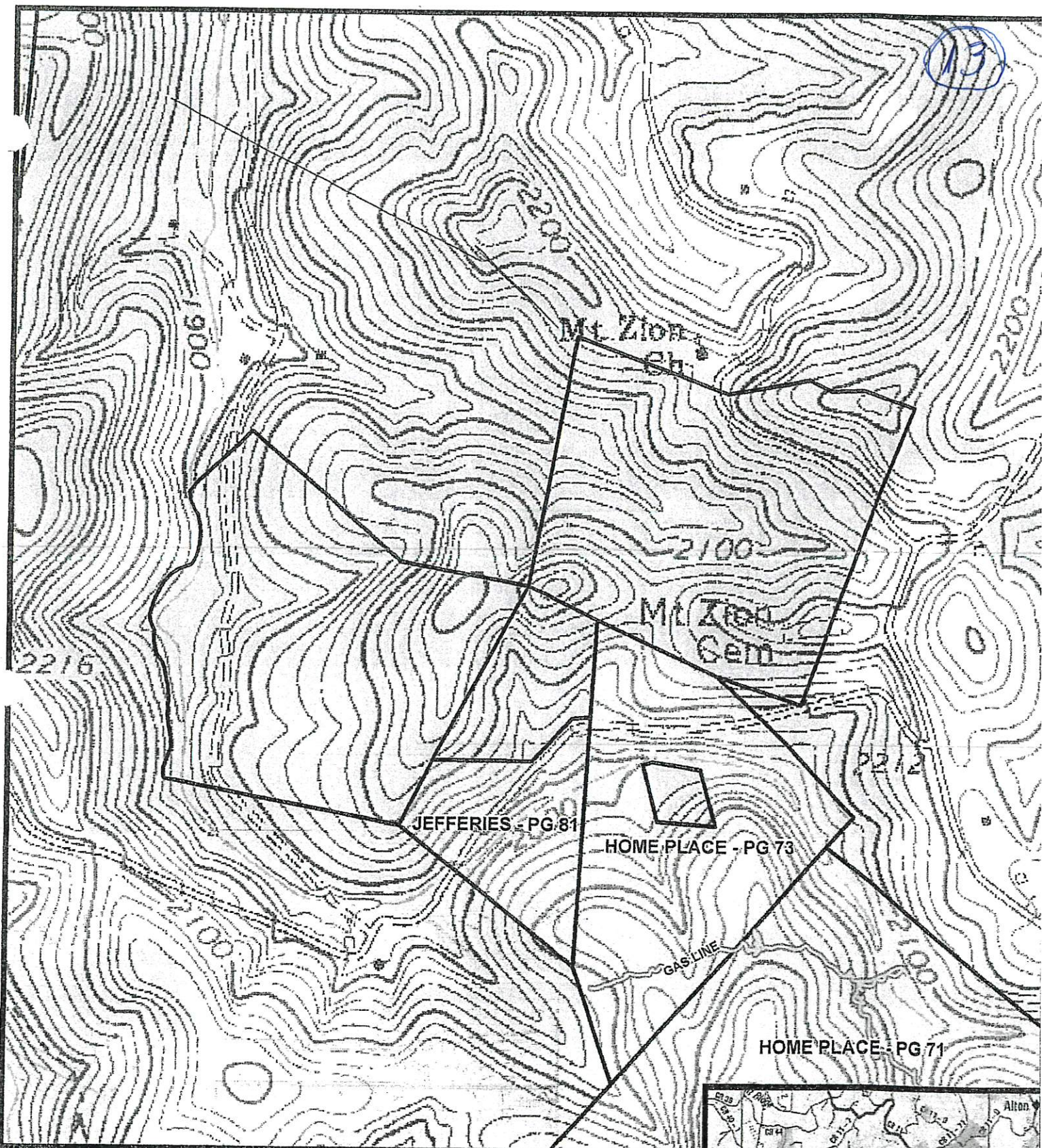
Tract 01: 10.1797 Acres, Closure: s73.5807e 0.56 ft. (1/4978), Perimeter=2772 ft.
Tract 02: 59.0107 Acres, Closure: n60.3533w 52.68 ft. (1/142), Perimeter=7458 ft.
Tract 03: 1.2229 Acres (53270 Sq. Feet), Closure: n65.1816e 34.06 ft. (1/49), Perimeter=1654 ft.
Tract 04: 52.6535 Acres, Closure: n69.1657w 285.05 ft. (1/22), Perimeter=6402 ft.
Tract 05: 14.6277 Acres, Closure: n36.1953e 0.06 ft. (1/64258), Perimeter=3631 ft.
Tract 06: 48.5018 Acres, Closure: s39.3638w 35.58 ft. (1/176), Perimeter=6263 ft.
Tract 07: 27.2236 Acres, Closure: n37.3109w 67.57 ft. (1/80), Perimeter=5418 ft.
Tract 07: 27.2236 Acres, Closure: n37.3109w 67.57 ft. (1/80), Perimeter=5418 ft.

1: e29.59 n-266.67 (moved)
2: s24w 60p
3: n90e 28p
4: n45e 18p
5: n83e 5p
6: n4.30e 31p
7: n66w 26p
8: @0 merged
9: e123.75 n1196.26 (moved)
10: s12w 88p
11: n64w 52p
12: n35w 61p
13: n42e 21p
14: n26w 82p
15: s62e 114p
16: s45e 34p
17: @0
18: e-1691.26 n1072.50 (moved)
19: n43.30e 20.82p
20: n34.15w 33.25p
21: s15.15e 33p
22: s28w 13.15p
23: @0
24: e1842.51 n460.62 (moved)
25: n57.30w 20p
26: n59w 8p
27: s88w 26p
28: n57w 30p
29: n71w 26p
30: s0w 88p
31: s67e 62p
32: s42e 28p
33: n24e 100p
34: @0 merged
35: e230.63 n-1161.45 (moved)
36: s08.1455w 1257.61
37: n46.0010w 1125.74
38: n31.1620e 368.66
39: s84.0210e 499.51
40: n47.3950e 297
41: s89.3340e 82.50
42: @0 merged
43: e-1598.74 n755.00 (moved)
44: s34e 59.44p
45: s62.45e 45.24p
46: s26.45w 82.56p
47: n50w 93p
48: n16.30e 13.7p
49: n39e 21p
50: n16.30w 17p
51: n7e 6.8p
52: n21.30e 11p
53: n40e 29.84p

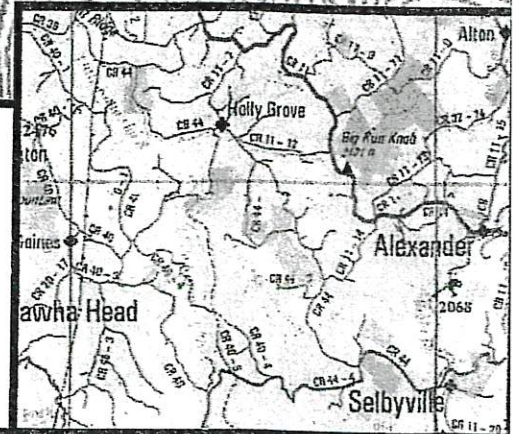
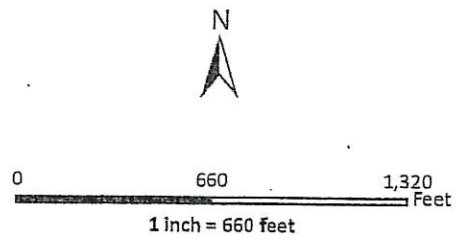
Tract Data and Deed Calls: File= 1-4-r-47 raikes.ndp

54: @0 merged
55: e-1711.87 n921.26 (moved)
56: s28w 3p
57: s40w 29.84p
58: s24.30w 11p
59: s7w 6.8p
60: s16.30e 17p
61: s29w 21p
62: s16.30w 13.70p
63: n50.30w 32p
64: s42w 32p
65: n7e 89p
66: n88.30e 73p

113



JANE ROCKEY TRACT (FAMILY)
BANKS DISTRICT | UPSHUR COUNTY
TAX MAP(S): 4R
PID(S): 30
REFERENCE: PARCEL SHEET
GIS ACRES: 104.31
CENTER: 38.784258, -80.278645



Upshur County Sheriff's Office

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DAVID H. COFFMAN, SHERIFF

Heather D. Parke

Chief Deputy
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182

Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley

Chief Deputy
Law Enforcement

October 3, 2019

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners:

After the proper advertising, testing and interviewing of applicants for the positions of Deputy Sheriff, I respectfully request your approval of Cole William Bender and Hunter Ryan Fletcher to fill these positions. A complete background check has been completed for both of these individuals.

With your approval, Mr. Bender and Mr. Fletcher will begin employment on October 13, 2019. Their starting rates of pay will be \$17.00 per hour. Upon completion of the WV State Police Academy, their rates of pay will be increased to \$18.73 per hour provided that their completion is within this current fiscal year.

Respectfully,



David H. Coffman
Sheriff
Upshur County

(15)

**Upshur County
Communications Center**

181 Pallottine Drive
Buckhannon, WV 26201

Commissioners,

After a thorough testing back ground check, and interview process I am requesting the following three employees be considered for employment as *Full-Time Telecommunicators* at the Upshur County Emergency Communications Center.

<u>Name</u>	<u>Start Date</u>	<u>Wage</u>
Paris Wilson	10/6/2019	\$11.00 hour
Yvette Squires	10/6/2019	\$11.00 hour
Amanda Atchison	10/6/2019	\$11.00 hour

Thank you for your consideration.

Sincerely,

Kimbra Wachob, Assistant Director
Upshur County Emergency Communications Center
(304) 472-9550 Ext. 4
klwachob@upshurcounty.org

Upshur County Family Resource Network
Lori Ulderich Harvey, Director
PO Box 2115
Buckhannon, WV 26201

September 30, 2019

Upshur County Commission
Attn: Ms. Carrie Wallace
38 West Main Street
Buckhannon, WV 26201

Ms. Wallace,

The Upshur County Family Resource Network and the Upshur County Tobacco Prevention Coalition has two upcoming events in October and November. October is National SIDS Awareness Month and November is the Great American Smokeout.

As director of the UCFRN, I am requesting the use of a table to display safe sleep information for SIDS Awareness month during the month of October if the table is not already in use. As the vice-chair, the UCTPC is asking the commission for space in the courthouse annex to display a table for Great American Smoke-out which is in the month of November.

The table the resource network and coalition will use is approximately six foot long by two foot wide. Each month the appropriate materials will be used for each.

We appreciate your and the commission's time on this matter. Please feel free to contact me or the FRN's administrative assistant and UCTPC's secretary, Ginny Dixon at (304) 473.1051 or upshurfrn@yahoo.com.

Thank you,



Lori Ulderich Harvey
Director, Upshur County Family Resource Network
Vice-Chair, Upshur County Tobacco Prevention Coalition

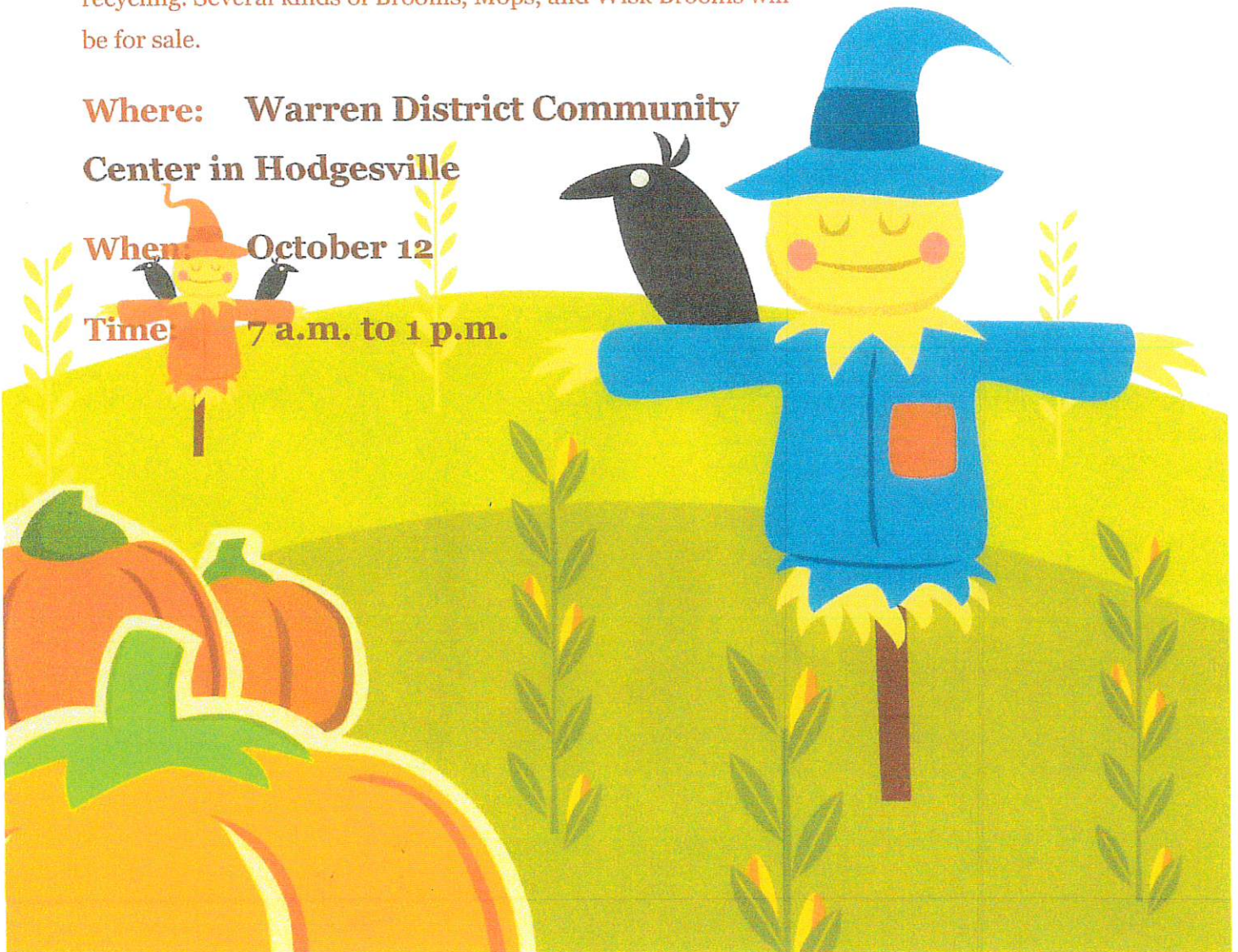
Pancake & Sausage Sausage & Gravy & Biscuit Day

"Eat A Bite for Sight" with the **Hodgesville Lions Club**. Menu:
Pancakes: Regular and Buckwheat. Adults - \$8.00 Children 12 to 6
-\$4.00 Under 6 free. Please bring your old eyeglasses for
recycling. Several kinds of Brooms, Mops, and Wisk Brooms will
be for sale.

Where: Warren District Community
Center in Hodgesville

When: October 12

Time: 7 a.m. to 1 p.m.



Upshur County Employee & Dependent Flu Clinic

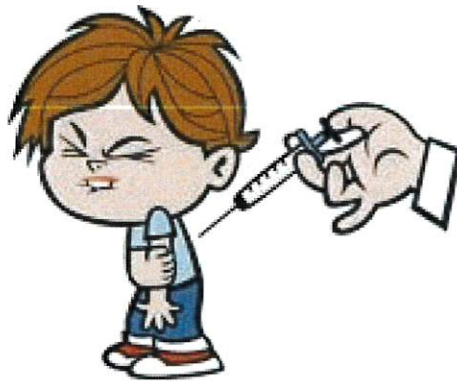
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Thursday, October 17, 2019

1:00 – 4:00 pm

Commission Meeting Room

38 W. Main St., Room 301



Hosted by the Upshur County Health Department and
Upshur County Commission

100% of the cost is covered by the county's health
insurance if you are enrolled.

The immunization is free with most other insurance providers.
Bills will be processed by the Health Department and sent to
your insurance provider for payment.

Please RSVP to Carrie or Jeanne at 304-472-0535 x.3 or x.2.
Each vaccination is expected to take 5 minutes.

Forms are available upon request when you RSVP and must
be completed prior to your arrival on 10/17/2019.

UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Special Meeting Agenda
Wednesday, September 25th, 2019, 4:00 p.m.

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
 - A. Personnel manual revisions
 - i. To adopt – Revised Drug & Alcohol policy
 - ii. To adopt - Code of Ethics
 - B. Parking lot construction progress
 - C. 40th anniversary of building celebration in October – planning?
- VI. New Business
 - A. Request for Reconsideration of Library Book
- VII. Friends of the Library update - Ann
- VIII. Setting date of next Board meeting
- IX. Adjournment

UCPL Board of Directors Special Meeting – September 25, 2019

I. Grants/Donations received

A. Lions Clubs – services for visually and hearing impaired people

1. We received \$300 from the Tennerton Lions Club (Thanks, John and Anne!) to be used to purchase Large Print and Audiobooks.
2. Paul also attended a meeting of the Lowe Bartlett Armstrong Trust, which is jointly administered by the five Lions Clubs in the area, to request some of that money to help provide additional services to the deaf and blind in Upshur County. We are still discussing what exactly that will entail, but one thing we did agree to do related to this is become the repository in the county for the "talking book" machines that the Lions Clubs provide to people who request this service from the Lions Clubs.
3. We have also started talking with the Special Services Library for the blind and deaf in Charleston about becoming one of their partner lending institutions. A lending institution enables our library to receive a rotating collection of large print from the Special Services Library and get one of their machines to demo the BARD audiobook cartridges for patrons. Our patrons can more easily participate in the BARD audiobook program, which is the State's program for visually impaired citizens. Patrons can try out the machine at the library, then request one of these machines for personal use at home from the Special Services Library. One of the Special Services Library staff will be presenting on some other devices that are available for the visually impaired at Fall Conference, so I should have some more information after that.

- B. As some of you may have heard after the last board meeting (I got the notification during the board meeting and announced it to whoever heard as we were breaking up for the evening), we have received \$3,000 from Weyerhaeuser this year. \$2,000 of this will go to the materials budget (for Juvenile, Easy Books and YA), and the other \$1,000 will go to the Programming budget.

II. Computer issues

- A. We received six newly refurbished PCs from the WV Library Commission as part of a project that they have to replace some of the older PCs in WV libraries. This allowed us to swap out almost all of the public PCs that were the oldest ones we owned. Paul has been working on getting them updated and configured properly.
- B. Karen also has a new PC that we had in a box in Beth's office for the past three years, as her computer's HD was starting to fail.
- C. We found out that we do need to purchase some wifi adapter cards so that all the public PCs can use the Raven Rock bandwidth. No wifi adapters were included on any of the public PCs that we have when we purchased them (or when the Commission gave them to us). These are around \$20-25 each on Amazon, and we would need 10 of them to cover the public PCs.

III. Staff Evaluations

- A. The staff evaluations will be starting the first week of October. Beth and I will be beginning with the part time staff. After that, I will be working on the full time staff's evaluations.

IV. Conferences

- A. The Fall Conference will be held October 16-18th at the Clarion Hotel in Shepherdstown, WV.

1. Registration is now open, if anyone from the board wishes to go.
2. I know so far that Paul and Connie will be attending at least one day, with Beth as a possibility of going, but we are waiting until the conference schedule is released so that we know how many days everyone will be attending.

B. Planning ahead – PLA Conference 2020

1. Paul (at a minimum, others may also want to attend) would like to attend the Public Library Association conference, which is held every two years. This year, it will be in Nashville, Tennessee, on February 25-29, 2020. I also know that several affiliates want to attend, and we would help them out by providing the transportation (we are thinking of driving there as a group in our library vehicle).
2. Early registration rates are available until January 31, and the full conference rate will be \$585 per person for non members of ALA, afterwards it is \$625 a person, plus lodging. Paul went to this conference in 2016 when it was in Denver and loved it. We can also apply for microgrants from the Commission to help offset the cost of this conference. I am just seeking permission to start working on registering and working on grants to attend the conference now.

V. Programming

A. Programs over the past month

1. Heather McNemar book talk and signing – 10 attendees. Ms. McNemar also donated a copy of her book to the library's collection.
2. The NLM nonfiction book discussion – 2 attendees. There is interest in the library hosting additional nonfiction discussions in the future, so we are working on planning that for late October.
3. The first Early Dismissal Movie Day of this year was held on September 11th, and we had 20 attendees. We watched The Secret Life of Pets 2.

B. Upcoming programs

1. Shon Butler Book Signing – Friday, September 20
2. Shanda Hoover Book Talk & Signing – Tuesday, October 1 @ 5:30
3. Early Out Movie – Aladdin – Friday, October 11 @ 2
4. Gwyn Thorn Book Talk & Signing – Saturday, October 12 @ 10:30
5. Patricia Harman Book Talk & Signing – Saturday, October 19 @ 1pm

VI. Outreach Events/Volunteers Update

- A. School buses have been dropping middle school and high school age students off after school, and that has seemed to work pretty well. There have been a handful of students utilizing us as a place to hang out after school since this started.
- B. Beth and Brandon attended the Upshur County Children's Festival on September 14. 69 children visited our table to decorate a hand as part of our community art project.
- C. Library representatives from UCPL and other county libraries will be participating in the BUHS Homecoming Parade on October 3.
- D. The Library will be working with the Buckhannon Elks to host a Warm Up to the Library event on October 15. The Elks will be offering winter coats for children in grades K-5 and supplying pizza and drinks. The Library will be offering tours of the library with an introduction to library services as part of the event.
- E. Student nurses from WVWC will be using the library as one of their community outreach sites this fall. As part of this program, student nurses will be in the library two afternoons a week from late October through early-November offering blood pressure checks for library patrons. This is a small first step toward what I hope will be more health and wellness programs at the library.

VII. Affiliates

- A. Paul visited Sutton and Mountaintop (Davis, WV) to do their Service Center evaluations during this past month. Connie went with him to Mountaintop and Beth to Sutton.
- B. Paul also went to Pioneer Memorial Library in Harman to attend their board meeting. This library is recovering well after suffering some flood damage in July, and is getting close to reopening again. We may have a day where we send some of our employees up to help them with tasks related to getting reopened in the next few weeks, but that hasn't been scheduled yet.
- C. We have also been exploring the possibility with Ingram about including affiliates on our Ingram book ordering account, as we are a member of MALiA, a library consortia that negotiates contracts for additional discounts for its members from various library vendors. We receive better rates for shipping newly ordered books with Ingram because of that membership. These shipping discounts from MALiA would then pass on to the affiliates if they are added on our account. We may look at other vendors like Ingram, if they allow it, about including our affiliates on our accounts with them.

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

September 25, 2019 at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of August 28, 2019 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

Consideration of Bike Trails on Curry Property

New Business:

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

Fundraising Committee at 11:30 am

- Glow Stick Party – September 20th
- Brooks Hill Fair proceeds
- Strawberry Quilt
- Pumpkin Patch 2020
- Grant Opportunities

STAFF REPORT

24

JAMES W. CURRY PUBLIC LIBRARY AND PARK

8/28/2019 through 9/24/2019

FINANCIAL REPORT

STATISTICAL REPORT

AUG 2018

LIBRARY

Copies	15.85
Faxes	2.00
Fines	0.00
Donations	0.00
Miscellaneous	0.00
TOTAL	\$17.85

Users:	325	423	312
Children	133	193	NA
Computer Users:	19	16	13
Wireless Users:	45	135	76
Circulation:	356	643	451
Reference:			
In House:	80	102	69
Phone:	63	75	66
Internet:	8	5	NA
Campsites:	5	9	12
Pavilions:	4	2	1
Copies:	121	141	230
Faxes:	4	29	7
Library Cards:	7	3	3
Hunting Permits:	4	1	1

FUND RAISING

Fall Glow Stick Party	\$259.25
Quilt Raffle	NA
Post-fair Bear Sales	\$12.50
TOTAL	\$271.75

PARK

Camp rentals	220.00
Vending machines	108.75
TOTAL	\$328.75

PROGRAM RECAP:

Family Storytime (3) 47 Children 24 Adults
 Leap Into Science: Wind (1) 12 Children 7 Adults
 Fall Glow Stick Party Fund Raiser (1) 20 Children 23 Adults
 Rock Cave Kindergarten Field Trip (1) 23 Children 8 Adults 1 Volunteer
 Callanetics (7): 20 Adults
 Quilting Fun (2) 8 Adults 3 Children

Cataloging: 8254 items successfully cataloged: 61 items cataloged this period.

Fall Glow Stick Party:	
Deposits	\$259.25
Glow Sticks	\$83.00
Concessions	\$176.25
Expenses (glow stick purchases)	\$85.98
TOTAL	\$173.27

Grants: No new developments.

Carrie

25

UPSHUR COUNTY YOUTH CAMP BOARD AGENDA

August 15, 2019

Call to order 6:30 pm

Secretary report

Financial statement

Old Business:

1. Nate Kennedy (out of town)
2. Brownfield progress
3. CPG
4. Brochure
5. Finalize plans for Farm Dinner
6. Audit

New Business:

1. Suggest we explore the possibility of depositing an amount into an "Assembly Hall" savings account

Greg's Comments:

Adjournment

Next meeting: September 19, 2019 6:30 pm

At the camp

Adjournment

ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

26

Meeting	<i>Regular Monthly Meeting</i>	Start Time	5:30 PM
Date	Tuesday, October 1, 2019	Place	P.S.D. Office 4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson	5:30 PM
Pledge of Allegiance	
Roll Call Introduce Board of Directors	
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews	
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;	
System Operator-David Wamsley	
Recognize Current Customers	
Approval of Minutes - September 3, 2019 Regular Monthly Meeting	Vote
Treasurer Report/Payment of Bills for October/bal of September Invoices	Vote

ITEMS FOR DISCUSSION

Quality Water Services, LLC	Vote
Contract-review discussion/approval	

Phase III Extension Project Update	Vote
Invoice payment approval	
Update on Project	
Easements/Right of Ways	
Appraisals/Condemnations	

Maintenance Report

- In-house Meter Reading
- Daily Consumption Update
- Fall/Winter Prep

Personnel

Date & Time of November 2019 Meeting - Tuesday, November 5, 2019 @ 5:30 pm

Adjournment	Vote
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Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, October 3, 2019

27

A. Call to Order

- A.1 Moment of Silence-April Pierson-Keating Remembrance
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings

B. Recognized Guests

- B.1 Buckhannon Elks Lodge #1736-SYCC Gift Supporting
- B.2 Introduction of City's Horticulturist Dixie Green

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Fire Chief-JB Kimble
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 FOIA Request-EnviroTrac-Environmental Site Assessment
- D.2 FOIA Request-SmartProcure-Purchasing Records
- D.3 Mayor's Remarks-Dedication of J.D. Hinkle, Jr. Memorial Terrace at Bridge beside City Hall
- D.4 Mayor's Greetings-Second Battle of the Bands at Fall Fest
- D.5 Mayor's Greetings-City's Fourth Annual Fall Fest
- D.6 Mayor's Remarks -Substance Use Disorder Recovery Symposium- WV Recovers
- D.7 Letter to Public Service Commission RE: Tennerton P.S.D.-Corridor H West Service Areas
- D.8 CityPR-BPD Cpl O'Connor-2019 Community Law Enforcement Officer of the Year
- D.9 Report of Cat & Dog Activity -Upshur County Commission-August 2019
- D.10 Proclamation-Breast Cancer Awareness
- D.11 Proclamation-Buckhannon Community & Kindness Week
- D.12 Notice & Timeline for Home Rule Application-Part-time Firefighters

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 09/19/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Financial Statement GF & Coal Tax FY 2018/2019

F. Strategic Issues for Discussion and/or Vote

- F.1 Re-Addressing/Mapping Ritchie Street
- F.2 Recommendation from the Technology Advisory Committee RE: Networking
- F.3 Discussion & Approval of Preparation of Home Rule Amendment Application RE: Firefighter Part-time

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Executive Session to Discuss Property & Possible Litigation Matters Per WV Code §6-9A-4 No Action to be Taken

J. Adjournment

Posted 09/30/19

Next Regular Scheduled City Council Meeting Thursday, October 17, 2019

(28)

Upshur County Public Library Board of Trustees Meeting
August 21, 2019

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, August 21, at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; Ann Slaughter, Friends of the Library representative; and Dr. Sara Stankus, Superintendent of Upshur County Schools.

The minutes of the July meeting were approved as corrected on a motion made by Michelle and seconded by Carol.

The financial reports were approved on a motion made by Carol and seconded by Michelle.

Director's Report – see written report

Michelle reported that the Personnel Committee is working on the staff conduct policy. Two parts of the policy, the dress code and cell phone usage, is being broken out to their own sections with no change in wording. Much of the wording in the staff conduct policy is duplicated in other areas of the personnel manual and in some instances, parts of the policy would be better suited in another section. The committee hopes to have a few policies ready for approval at the next meeting.

Dennis reported that his employees had removed the hay bales and seeded and mulched the green areas of the parking lot. He also stated that we can circumvent bidding out the paving by using state approved contractors and the cost should be less but there may be difficulty in getting one to commit to the job. We still need to decide what to do with the circle where the book drop will be located. Another issue is the lack of lighting as we progress into fall. One suggestion was to mount a temporary fixture on the front of the garage with a light shining toward the front doors and one toward the parking area.

Concerning signature cards, Michelle made a motion which was seconded by Carol, to remove Mike Kuba's name from our bank accounts and add Kenna Leonard's. The motion carried.

Paul reported that our audit will be September 9-13 and also gave a brief explanation of possible upcoming changes with our library software and network.

Dr. Stankus spoke about collaboration between the library and schools in providing programming, possibly a bookmobile, and an employee hired or mentored by the library to work in the school libraries. It was asked if a southbound bus from the BUMS and a northbound bus from the BUHS could be designated to make stops at the library so students would have transportation directly from school.

Ann reported that the Friend's will be having a meeting soon.

Because Paul needs to attend an Elkins Library Board meeting, which is generally held on the same date as ours, he asked if our next meeting might be moved so he could do so. All agreed. Our next meeting will be September 18 or 25, depending on when Elkins' meeting will be.

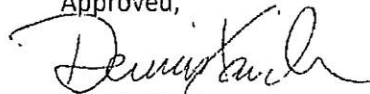
Meeting adjourned.

Respectfully submitted,



Connie Cutright,
Business Manager

Approved,



Dennis Xander,
Board President

James W. Curry Library/Park

Advisory Board Minutes

July 24, 2019

The July 24, 2019 meeting of the James W. Curry Library/Park Advisory Board was called to order by President Mike Quinn at 10:00 am.

Roll Call: Present – Mike Quinn, Al Lake, Erv Lake, Patricia Tolliver, Tink Simmons and Carrie Wallace

Absent: Lori Ulderich-Harvey

Guests: Ginny Dixon (on behalf of Lori Ulderich-Harvey) and Nate Kennedy

Staff: Judith Williams and Jonathan Freeman

Minutes: Minutes of the June 26, 2019 Advisory Board Meeting were approved; motion by Erv, seconded by Al; motion passed.

Public Comment Period:

Mike reported trespassing issues that private property owners are experiencing in the area. Mike questioned if it was hunters or campers from Curry property; however, no one is sure.

Staff Report:

Park: Jonathan has continued to stay busy with property upkeep. There were two campers for 4th of July (1 primitive). Seventeen reservations have been made for the campground for this weekend during the Brooks Hill Fair (2-3 nights). Jonathan will be utilizing a sign in sheet to prove occupancy in the event of non-payment. A sign has been posted directing all campers to sign-in at the Library upon arrival. Jonathan reviewed the current “No Hunting” sign design. All agreed to order the same design by general consensus. Jonathan is planning to change the material to metal and order them in a smaller size.

Library: The Library has been very busy with an extremely successful Summer Reading Program! Judith has received multiple positive comments from parents and children and believes it is the most popular program that has been offered thus far, serving 76 children and 53 adults in 4 programs. Judith expressed appreciation to the great community that helped make the program a success, including Beverly Ann Fantasia for donating rocket ship cookies, Darlene who donated cupcakes and parents who continually volunteer to engage. The quilt raffle has totaled \$807 thus far with \$350 in online sales. Upcoming programs include the Selbyville VFD Hayride on Friday, October 25th and the Children’s Christmas Program on December 7th. Judith was happy to report that a new family with 4 children has relocated to the community and they have all visited the library for books, wi-fi and programming. The Advisory Board commended Judith on community relationship building.

Timber: Nate reported that timber is currently in maintenance mode. It has been a great year for growing trees! The meeting with Nathan Fetty has not been rescheduled. Nate has a call into him and is waiting to hear back. Mike questioned if there is any white ash/mountain ash on the property and Nate clarified that there is not.

**James W. Curry Library/Park
Advisory Board Minutes
July 24, 2019**

(30)

Old Business:

Consideration of Bike Trails on Curry Property – please find the explanation above. Nate reported that the logging trails from the 2008 sale are perfect for Mountain bikers. There is very little brush and most are grass covered requiring little to no maintenance. The Board clarified that the trails will not be open to motorized vehicles.

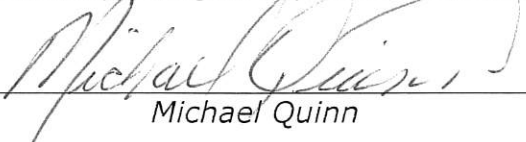
FY 20 Budget – Carrie reported that the Commission had approved the submitted Library and Park budgets without changes.

New Business:

Judith reminded the Board of the need for a bigger Library!

With no further business, the meeting adjourned at 10:38 am.

Members approving the July 24, 2019 minutes:



Michael Quinn



Carrie Wallace

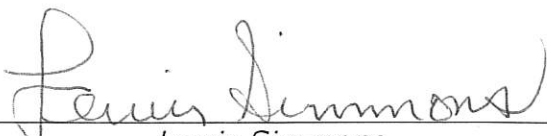


Albert Lake



Ervin Lake

Lori Ulderich Harvey



Lewis Simmons



Patricia Tolliver

James W. Curry Library/Park Advisory Board Minutes August 28, 2019

31

The August 28th, 2019 meeting of the James W. Curry Library/Park Advisory Board was called to order by President Mike Quinn at 10:00 am.

Roll Call: Present – Mike Quinn, Al Lake, Erv Lake, Patricia Tolliver, and Tink Simmons .

Absent: Lori Ulderich-Harvey, Carrie Wallace

Guests: Nate Kennedy

Staff: Jonathan Freeman, Darlene Gregory, and Judith Williams

Minutes: Minutes of the July 24th, 2019 Advisory Board Meeting were approved; motion by Al, seconded by Erv; motion passed.

Public Comment Period: No public comments

Staff Report:

Park: Jonathan reported that it has been fairly slow since the Brooks Hill Fair. Camping went well during the fair with 17 reservations, 12 actual campers, 3 cancellations and 2 no shows. The sign in procedure for that event went well; all camp fees were paid. The other accomplishment for this reporting period was the installation of the new light bulbs which have considerably improved visibility in the stacks. Mon Power replaced the electric meter which they said had failed. With regard to the property signs: the quote for 200 signs of "40 gauge" signs from the Sign Guy was \$3.00 each or \$600.00. Jonathan indicated that he would probably need 300 signs. Discussion ensued about the signs used by Beech Mountain Hunting Club. Jonathan showed a sign from them indicating it would be a more appropriate thickness to use for a 6"x6" sign nailed with 1 nail centrally placed. Jonathan cited a 2009 quote from Voss for a similar sign at \$360.00 for 300 signs. Jonathan has indicated that he would continue to shop around. Discussion then turned to the use of purple paint, the wording of the sign, the feasibility of completion before the start of hunting season (~Sep 28), 4-wheeler encroachment, the removal of the signs by vandals and the consequences thereof, paper versus metal signs and the merits thereof, near misses while hunting, bear sightings, the feasibility of putting the signs higher up on the tree, and laws regarding people illegally removing signs. A motion was made by Erv and seconded by Tink for Jonathan to move forward with the placement of an order for the property signs as approved in the budget upon locating a suitable vendor. Mike discussed an encounter off property with the owner of a blue truck that had been driving at excessive speeds over Brooks Hill crediting resolution to the DOJ/FBI badge on his t-shirt with getting his point home. Query was made about persons complaining about the increased camp fees. Those who camp here regularly have not complained, those who have complained in the past continue to do so. There seems to no longer be a problem with spillage/drainage/illegal dumping along the road. The amount of 4 wheeler traffic seems to be up; 4 wheeler runs seem to be the primary draw for the campground. Mostly, they are no problem except for 3 young people. Discussion turned to the effect of this year's weather on nut bearing trees and fruit production. Jonathan's apples are being eaten by yellow jackets and Mike's are being knocked to the ground by another pest and consumed by deer.

(32)

**James W. Curry Library/Park
Advisory Board Minutes
August 28, 2019**

Library: Judith called attention to the significant deposit of \$766.50 made from fund raising efforts. The final breakdown of the Quilt Raffle and the Brooks Hill Fair were reviewed. Otherwise, numbers are consistent for the time of year with a slight increase having picked up a few new patrons who have become engaged. The final recap for the Universe of Stories Summer Reading Program was reviewed: 10 programs over a 10 week period served 200 children and 141 adults; 1011 items circulated (864 books, 147 DVDs). Circulation by patron report class was explained. Judith reminded the Board of upcoming events: Glow Stick Party fund raiser on September 20th, Leap Into Science: Wind Family Workshop on September 24th (grant fulfillment requirement), Selbyville Volunteer Fire Department Hay Ride to the Library (Mad Science theme) on October 25th, Community Trick or Treat on October 31st, and the Santa's Workshop Christmas Party on December 7th.

Timber: Nate reported that the timber is still growing. In response to a query, Nate indicated that the next timber sale is down the road roughly 7 years. This creates a 20 year cutting cycle which helps growth and allows for the factoring in of price variations. Walnut, cherry and red oak are primarily exports to China and the political climate is affecting these, but not necessarily in a negative fashion. Maple, poplar and white oak are doing well primarily because of domestic use. Discussion followed regarding the rumored barrel stave plant supposedly opening in Greenbriar and chestnut oak versus white oak pros and cons. Nate explained that Locust is only being used for post and rail; no one wants to bid on it, but if they can get a full truck load they are well paid for it (roughly \$100.00/ton).

Old Business:

Consideration of Bike Trails on Curry Property – Nate reported that he has had nothing back from the group who had expressed interest in the trails; that there seems to be a perpetual scheduling conflict on their end creating the impression of lack of interest.

FY 20 Budget – Carrie reported that the Commission had approved the submitted Library and Park budgets without changes.

New Business:

Judith reminded the Board of the need for a bigger Library!

With no further business, the meeting adjourned at 10:43 am.

Members approving the August 28th, 2019 minutes:



Michael Quinn

Carrie Wallace

James W. Curry Library/Park
Advisory Board Minutes

August 28, 2019


Albert Lake


Ervin Lake


Lori Ulderich Harvey


Lewis Simmons


Patricia Tolliver

Adrian Public Service District

August 8, 2019

34

Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Don Killingsworth, Lindsey Woody, and Eric Brunn.
Visitors: none.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 10:00 am by Chairman Spencer.

Minutes of the July 11, 2019 meeting were read. Don made the motion to approve the minutes and Kelly second.

Invoices were presented – Motion to pay was made by Don, second by Kelly.

Old Business

- The lease for the Rock Cave broad band tower with the Development Authority is currently still being revised by the Development Authority's attorney, then the PSD will look over for approval once we receive it back.
- **New Business-** Don Killingsworth's position as vice chairman is set to expire on October 30th, 2019. Don stated he is not going to be renewing his position and we will begin the process of looking for a new vice chairman.

Items for Discussion/Action/Approval

- Norma passed her flagger/barricade class.

Maintenance – Eric

- Installed five new services
- Repaired one leak
- Almost all new meters, bought with contingency money from Phase VII, have been installed.
- The telemetry for Rock Cave tank is scheduled to be fixed by CI Thornburg.
- The Grand Camp tank was repaired by Mid Atlantic.
- A tie rod was replaced in Mandy's truck.
- New tires were purchased for Ed and Mandy's trucks.

Office Report

- Business as usual.

The meeting adjourned at 11:00 am. Next regular meeting will be Sept. 12, 2019 at 10:00 am.

Board of Directors

Paul Spencer, Chairman

Paul Spencer

Don B. Killingsworth
Don B. Killingsworth, Vice Chairman

Kelly Arnold
Kelly Arnold, Sec., Treas.

